

**WOOD WORKER**  
**WG-4604-08**

**DISTRIBUTION**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Wood Worker, WG-4604-08

**Purpose of position:**

The primary purpose of this position is to make, install, and repair shipping and storage containers and material handling items such as boxes, crates, skids, pallets, and storage bins from wood or wood substitute materials.

**Organization:**

Distribution Br., Airfield Support Div.

**Organization goals:****II. MAJOR DUTIES****A. Duty (Critical):**

Makes and repairs wooden supply, storage, and shipping items which typically require complete custom building involving complex construction plans and work procedures. Work may require the use of improvised and specially constructed jibs, forms, templates, or patterns.

**Tasks:**

1. Plans and constructs custom shipping and storage containers for items or irregular size and shape. Containers typically involve complex construction problems and bracing requirements for large and unbalanced equipment, sensitive electronic equipment, delicate instruments, and heavy items such as industrial equipment.
2. Using shop plans, blueprints, and item specifications, develops bracing points based on weight of the item or equipment, gravity center, and method of shipment to prevent shifting or damage in transit or storage.
3. Prepares containers with appropriate bracing for shipment of hazardous materials such as flammables, caustics, and corrosives.
4. Prepares and constructs the full range of standard and nonstandard containers with complex bracings to ship or store assemblies for items such as aircraft wings, radar antennas, and turbine engines.
5. Constructs small and specialized containers for delicate instruments.
6. Construct, lays out, and repairs a variety of specialized and custom wood and wood substitute containers. Improvises or modifies construction plans and patterns to construct custom containers and storage devices.
7. Operates and maintains a variety of hand and power tools and equipment such as radial saws, circular saws, drill presses, and joiners to make standard joints and grooves, such as tongue and groove, rabbeted edge lap joints, end lap joints, and locked corners.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**B. Duty (Critical):**

Performs assigned tasks related to maintaining and controlling tools and equipment.

**Tasks:**

1. Maintains equipment being used to ensure its proper operation and readiness for future use.
2. Promptly reports missing, lost, found, or unattended tools to the supervisor.
3. Performs all assigned tasks related to tool inventory, inspection, replacement, and control log.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**C. Duty (Critical):**

Complies with safety rules and procedures. Performs work in a manner that enhances the safety of the work area.

**Tasks:**

1. Observes all applicable DOD, OSHA, and local safety regulations.
2. Maintains awareness of shop safety procedures and identifies any observed unsafe practices or procedures.
3. Wears and maintains required personal safety equipment.
4. Promptly reports accidents, injuries, safety violations, or unsafe practices or procedures to supervisor.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**D. Duty (Critical):**

Cleans work area and equipment.

**Tasks:**

1. Performs daily operational, cleaning, and preventative maintenance services and immediately reports any discrepancies to the supervisor.
2. At end of shift, assures all flammable materials are properly stored.
3. Puts materials away in a timely manner when returned to the shop.
4. Wears and maintains required personal safety equipment.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**E. Other Work Requirements**

1. This position requires the employee to possess the applicable license(s) or authorizations(s) to operate assigned equipment.

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. Ability to do the work of the position without more than normal supervision
2. Ability to apply technical practices in the performance of assigned work
3. Ability to interpret instructions, specification, etc. (including blueprint reading)
4. Ability to measure and lay out materials, tools, steps, etc., needed to perform assignments
5. Ability to use and maintain tools and equipment
6. Knowledge of the materials needed to complete assignments

**B. Basic Training Competencies:**

1. Ability to do the work of the position without more than normal supervision
2. Knowledge of equipment assembly, installation, and repair
3. Ability to apply technical practices in the performance of assigned work
4. Ability to interpret instructions, specification, etc. (including blueprint reading)
5. Ability to measure and lay out materials, tools, steps, etc., needed to perform assignments
6. Ability to use and maintain tools and equipment
7. Knowledge of the materials needed to complete assignments

**IV. CLASSIFICATION FACTORS**

**Factor 1. Knowledge**

1. Thorough knowledge of woodworking techniques to improvise or modify construction plans and patterns to construct custom containers and storage devices from wood and wood substitute materials.

Skill in making nonstandard containers that incorporate several irregular shapes, sizes, and features.

Skill in operating woodworking machines to make more varied and complex construction features.

Ability to machine open, blind, stub mortise and tenon, box, half-lap, cross-lap joints, and other joints of similar complexity.

Skill to make triangular, beveled, circular, and other odd-shaped components for containers on a regular basis.

Thorough knowledge of the characteristics of hard and soft woods and wood substitutes used in container construction and repair.

Ability to determine the type and extent of construction or repair necessary to modify and restore standard and nonstandard containers.

Skill in modifying construction plans developing rough sketches for use in revising standardized container plans for unconventional items or equipment.

Skill in bracing and structural alterations for specialized containers.

Skill in determining the weight supports of large, heavy, unbalanced, and irregularly shaped items to make and place supports to prevent such items from shifting during transit or storage.

2. Skill in operating woodworking machines to make varied and complex construction features. Ability to machine open, blind, stub mortise and tenon, box, half-lap, cross-lap joints, and other joints of similar complexity. Skill to make triangular, beveled, circular, and other odd-shaped components for containers on a regular basis.

#### **Factor 2. Responsibility**

The supervisor assigns work orally or through work orders. The employee works independently, making technical judgments based on knowledge of specialized woodworking techniques within the framework of accepted practices and general instructions. Determines or recommends the extent of repairs required and construction alternatives as necessary to modify or rework containers. Responsible for following established safety procedures. Work is spot-checked upon completion by a supervisor for quality of work and compliance with specifications. May provide technical guidance to lower level workers in the operation of power equipment and in the construction of standard or specialized containers and storage items.

#### **Factor 3. Physical Effort**

The employee uses power and manual tools and devices that typically involve continuous physical effort and extended periods of standing, bending, and stooping while building or repairing containers and material shipping devices. Required to lift and carry items weighing up to 18 kilograms (approximately 40 pounds) unassisted; frequently lifts and moves heavier items with the assistance of other workers or with lifting devices such as forklifts, floor hoists, or cranes.

#### **Factor 4. Working Conditions**

The work is accomplished in warehouses or other enclosed areas that may be drafty, cold, or overheated. The employee may occasionally be required to work outside for short periods of time, subject to prevailing weather conditions. The employee is also subject to noise and dust from power saws, hammers, nailing machines, and related equipment. The worker is exposed to the possibility of cuts, bruises and scrapes, splinters, muscle strains, and other injuries from using hand and power tools. The employee is required to use safety equipment and protective devices such as safety glasses, ear plugs, gloves, knee pads, and proper clothing to minimize hazards.

**V. CLASSIFICATION SUMMARY****In this position:**

- Duty A. WG-4604-08 Wood Worker  
Wood Working
- Duty B. WG-4604-05 Wood Worker  
Tools and Equipment
- Duty C. WG-4604-05 Wood Worker  
Safety Practices
- Duty D. WG-4604-05 Wood Worker  
Work Area and Equipment Cleanliness

The classification criteria are based on the OPM Job Grading Standard for Wood Worker, WG-4604 (TS-64, dated May 1992).

Grade: WG-08